

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Electrification Administration
Washington 25, D. C.

Administrative Memorandum

SUBJECT: Maintenance and Disposition of Records, Including
Correspondence and Documents

1. In order to provide a uniform plan for the maintenance, use and orderly disposition of records, assure preservation of important record material, and obtain maximum utilization of record equipment and personnel, the following responsibilities and procedures concerning the maintenance and disposition of records are established:
 - a. The Communications and Records Management Section of the Administrative Services Division is responsible for the maintenance and disposition of all REA records, except the official personnel folders maintained in the Personnel Division. Personnel from the Administrative Services Division will, wherever practicable, be responsible for classifying and filing material in the operating offices, and for removing such material upon the termination of the filing period established for each class of document.
 - b. Current records will be maintained, wherever practicable, in the operating offices of REA or in the Solicitor's Office, as the case may be, in accordance with an REA classification outline established by the Communications and Records Management Section. Addition or deletion of subjects listed in the classification outline shall not be made, nor shall new files be created, without the prior authorization of the Communications and Records Management Section.
 - c. To insure compliance with archival requirements and regulations, records of the Administration shall not be disposed of without prior authorization of the Administrative Services Division.
 - d. The current records of the Office of the Administrator, together with semi-active REA records, will be maintained in the Central Records Unit of the Communications and Records Management Section. This Unit will also maintain an index for use in locating subject matter correspondence.

e. Uniform use of colored carbon copies will be required throughout REA, as indicated:

- (1) Yellow carbon copy - The official record copy of all correspondence. This is the copy initialed by the dictator and reviewers. It is not to be removed from the office in which it is filed without first preparing the proper charge-out form.
- (2) Pink carbon copy - To be prepared for all Congressional correspondence and for general correspondence which does not relate to a specific borrower. This copy will be filed in the Central Records Unit alphabetical name index as an auxiliary finding medium for the record copy.
- (3) White carbon copies - All other carbon copies of correspondence originating in REA, regardless of use.

f. After dispatch of the original communication, carbon copies and previous correspondence will be returned to the originating office, except correspondence originating in the Office of the Administrator. Informational (white) carbon copies will be dispatched in inter-office envelopes by the office personnel. The record (yellow) copy, the pink carbon copy, and any previous material will be placed in a designated tray. This material will be processed daily in the originating office by a record clerk from the Communications and Records Management Section.

2. This Memorandum rescinds General Order No. 70 of December 6, 1937. It also supersedes all other existing instructions in conflict with the provisions of this Memorandum.

Claude R. Wickard
Administrator

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